



Making Efficient + Responsible Investments In Transit

Post-Award Grant Workshop/Webinar

FY2022 – Statewide Transit Programs



Virginia Department of Rail and Public Transportation

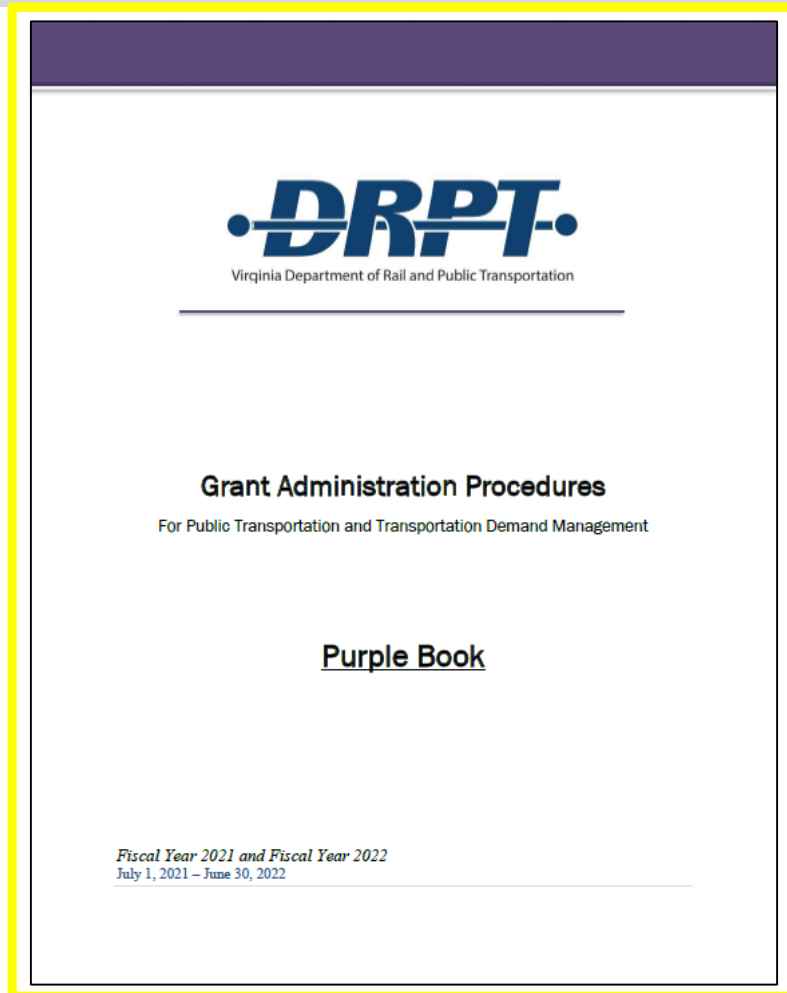
Housekeeping

- All participants are in listen only mode.
- Question/Answer breaks will be offered at key points in the webinar.
- Q/A time will also be offered at the end of the webinar.
- To ask questions:
 - » *Utilize “Raise Hand” function located on the right side of the GoToWebinar window.*
 - DRPT Moderator will verbally recognize you and unmute your microphone.
 - » *Submit questions via the question or chat function*
- DRPT will post webinar recording on our MERIT webpage at:
<http://www.drpt.virginia.gov/transit/merit/>

Welcome, Introductions, and Agenda

1. Overview of Grant Administration Procedures Document (*Transit, MPO*)
2. Development and Execution of Grant Agreements (*Transit, MPO*) **Q/A**
3. Grant Administration (*Transit, MPO*) **Q/A**
4. Transit Project Oversight (*Transit*)
5. Training Assistance (*Transit*) **Q/A**
6. Asset Management (*Transit, MPO*)
7. Safety Plans (*Transit, MPO*)
8. GTFS (*Transit*) **Q/A**
9. Transit Ridership Incentive Program (*Transit*) **Q/A**
10. SMART SCALE (*Transit, MPO*) **Q/A**
11. Transit Equity & Modernization Study (*Transit, MPO*)
12. Wrap Up and Next Steps

DRPT Grant Guidance Documents



Available through OLGA:

https://olga.drpt.virginia.gov/Documents/forms/Grant_Administration_Procedures_20201030.pdf

Development and Execution of Grant Agreements



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Grant Agreements

Key Steps

- June 23, 2021 – CTB approved SYIP
- July – All agreements posted to OLGA, except 5303, 5310
- Internal agreement review by DRPT Program Manager, Division Chief, and Finance Division
- Grant recipient review and sign-off in OLGA
- Final execution by DRPT Director or CFO

Grant Agreements (cont'd)

State Match Agreements

- See the **Purple Book** for instructions
- TIP/STIP requirements
- FTA requirements, VDOT requirements, DRPT requirements
- Internal review by Program Manager, Division Director, and Finance, before release of agreement to grant recipient for approval in OLGA
- Final execution by DRPT Director or CFO

Grant Agreements (cont'd)

Grant Recipient Review

- Funding amount and source, start and end dates, proper parties identified, project scope
- Read the whole agreement!
- Authorized person executing agreement
- The STIP and SYIP are located on the DRPT website

OLGA

- **Cancel or Reduce Open Projects (under Grant Management Section)**
- **State Master Agreements (under Grant Management Section)**
- **Changing OLGA Master Users**

Questions?



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Grant Administration: Reimbursements



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Requirements and Key Steps

- All reimbursement requests submitted through OLGA



- Reimbursement requests should be submitted **at least quarterly**, but no more than one-per-month, per project
- **Reimbursement Documentation**
 - » *Summary Sheet listing each expense*
 - » *Support Documents*
 - » *Indirect Costs*
 - » *Travel Reimbursements*

Summary Sheet

SAMPLE

1	Reimbursement Request Expense Summary Sheet						
2							
3	Grant Recipient:						
4	Project Number:						
5	Project Name:						
6							
7	Invoice Date	Invoice #	Invoice Amount	Amount Charged to Project	Vendor	Description	Grant Expense Category
8	1/2/2019	IVC05572	\$1,480.00	\$1,480.00	Daily News	Vanpool print ads in weekly edition	Marketing and Advertising
9	1/31/2019	G55555	\$10,357.50	\$5,200.00	Martin Agency	Advertising design	Professional Services
10	2/25/2019	45678	\$1,500.00	\$1,500.00	Enterprise	Vanpool Vouchers	Incentives - Vanpool
11	2/28/2019	98765	\$9,672.25	\$9,672.25	AECOM	Contractor services for project	Professional Services
12	3/8/2019	123456	\$12,000.00	\$12,000.00	N/A	Payroll for project staff	Salaries & Wages
13							
14							
15	TOTAL			\$29,852.25			
16							

This invoice is split between this project and project 75019-88

Uploading a Summary Sheet in OLGA is a requirement.

Support Documents

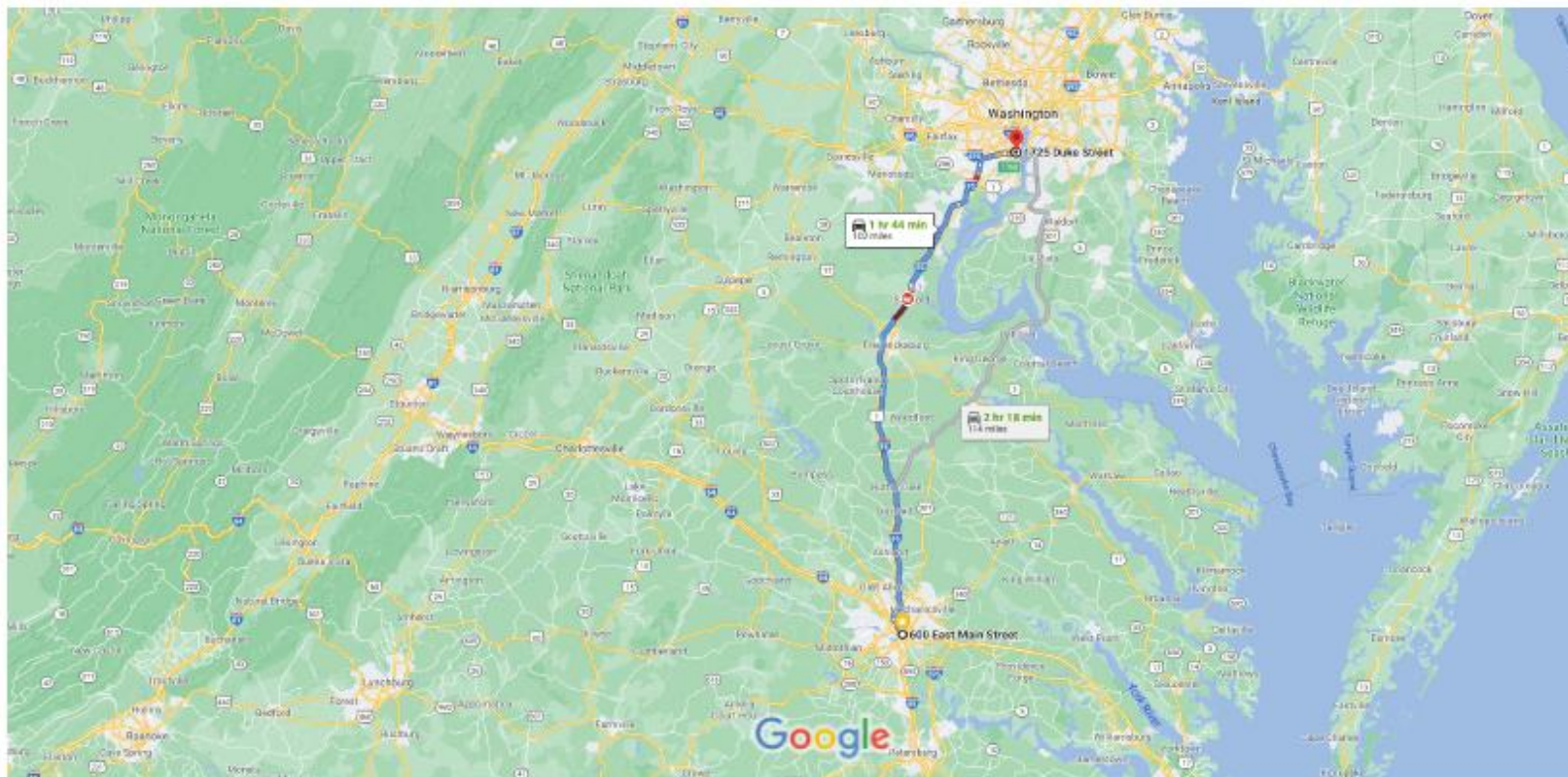
- Every expense charged to the project must have supporting documentation
- Supporting documents should be arranged and numbered in the identical order as listed on the summary sheet
- For partially reimbursed invoices recipients must note the amount that is being charged and provide an explanation for the difference
 - » *E.g. Funds not eligible, funds exceed GSA rates, reimbursed in another grant*
- Must include all documents from contractor's invoices
- Refer to **Purple Book** for more detail

Indirect Costs

- **For indirect costs to be eligible grant recipients must:**
 - » *Include indirect costs as a line item budget category in grant application*
 - » *Prepare a Cost Allocation Plan with calculation of indirect cost rate*
 - » *Provide indirect cost rate approval letter from VDOT or cognizant federal agency to DRPT*
- **FTA 5311 reimbursements: Prepare an Indirect Cost Rate Proposal or use maximum rate of 10%**
- **Refer to [Purple Book](#) for more detail**

Travel Reimbursements

- Follow Virginia travel regulations – GSA and IRS rates and rules (**also applies to your contractors**)
- Example Reimbursement Documentation (refer to **Purple Book** for more detail)
 - » *Travel summary sheet*
 - » *Lodging receipts*
 - » *Meals (per diem recommended)*
 - » *Receipts for parking and tolls*
 - » *Travel maps showing mileage and route taken*



Map data ©2021 Google 10 mi



via I-95 N

1 hr 44 min

Fastest route, despite crashes on I-95 N causing 30-min delay

102 miles



via US-301 N

2 hr 18 min

114 miles

Grant Administration: Extension Requests



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Project Time Extension Requests

- All extension requests must be submitted in OLGA 30 days or more before grant End Date
 - » *Do not wait until the last minute*
 - » *Submitting with less than 30 days increases risk of extension being denied or grant closing before an extension can be granted*
- Grant extension guidelines
 - » *One extension per project*
 - » *Maximum extension time of 12 months*

There is no guarantee that a request for an extension will be approved

Extension Request Submissions

- **Please include:**
 - » *Reason and explanation of the need for an extension*
 - » *New project schedule, updated milestones, etc.*
 - » *Relevant supporting materials*
- **Ensure your DRPT Program Manager knows you need an extension request**

There is no guarantee that a request for an extension will be approved

Grant Administration: Project Budget and Scope Changes



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Project Budget and Scope Change Requests

- **First, talk to your DRPT Program Manager**
 - » *Program Manager can provide you with the appropriate form and help step you through the process*
 - » *Change requests are submitted to your Program Manager, not OLGA*
- **Scope change may be allowed if the change does not materially alter the original intent of the project**
 - » *Examples of allowable transit scope change requests:*
 - Increase or decrease of units
 - Hardware to software, software to hardware
 - Revenue vehicle type
- **MERIT Scored and Awarded Projects**
 - » *Changes for grants awarded FY20 or later must be rescored*

Grant Administration: Grant Close-Out



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Grant Close-Out

- **Submit a final reimbursement request**
 - » *Final reimbursement request must be submitted through OLGA within 90 calendar days after the final expenditure or project end date, whichever occurs first*
 - » *Check the box in OLGA indicating it is the final reimbursement request*
- **Complete a project deobligation through OLGA**
 - » *A deobligation is needed for all projects, even those with very low balances*

Questions?



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Transit Project Oversight: Quarterly Reviews



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Quarterly Program/Project Reviews

- **Quarterly Program/Project Reviews**
 - » *Minimum:*
 - Progress status updates
 - Extensions/Deobligations needed
 - » *Other example topics that could be discussed:*
 - Areas of improvement
 - Asset management (inventory review)
 - Performance data review
 - OLGA contact information updates
- **5311 grants have additional oversight (see [Purple Book](#) for more info)**
 - » *Drug and alcohol*
 - » *Preventative maintenance*
 - » *Civil rights (Title VI and ADA Complaints)*

Project Oversight: Engineering



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Engineering Oversight

- Projects including design and/or construction activities will have engineering oversight activities performed by DRPT
- Level of oversight depends on perceived risk assessed by DRPT staff determined by:
 - » *Funding source*
 - » *Cost*
 - » *Complexity of a project*
 - » *Grantee experience administering similar projects*
- More details about what oversight is involved at each risk level in the **Purple Book**

Training Assistance



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RTAP and Small Urban Scholarships

- **DRPT administers two training scholarships:**
 - » *FTA Rural Transit Assistance Program (RTAP)*
 - » *State-funded Small Urban Transit program*
- **Grant/scholarships can be used to fund transit training, seminars, workshops and conferences for rural and specialized transit operators**
- **RTAP and Small Urban scholarship requests must be submitted through the OLGA application process**
- **Reimbursement**
 - » *RTAP grants will be reimbursed up to 100% of eligible expenses.*
 - » *Small Urban grants will be reimbursed up to 95% of eligible expenses.*

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Asset Management



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Transit Asset Management

- **DRPT uses TransAM system for asset inventory**
 - » *Revenue Vehicles (buses, rail, ferries, other)*
 - » *Equipment (non-revenue vehicles, capital equipment)*
 - » *Facilities (maintenance, admin., passenger, parking)*
 - » *Infrastructure*
- **Agencies should update asset data at least twice a year**
 - » *Updates February 1st and July 15th*
 - » *Updates should include:*
 - Age, condition, mileage
 - Lifecycle events: in service, out of service, disposed
- **MERIT scoring prioritizes capital projects based on TransAM data**

Transit Asset Management (TAM) Plans

- **Required if agency owns, operates, or manages capital assets for public transportation and receives federal financial assistance**
 - » *Transit agencies who must create their own plans:*
 - More than 100 vehicles in all fixed-route modes
 - More than 100 vehicles in one non-fixed route mode
 - Rail operators
 - » *Transit agencies who can participate in DRPT's group plan:*
 - 100 vehicles or less across all fixed-route modes
 - 100 vehicles or less in one non-fixed route mode

Transit Asset Management (TAM) Plans

- **Ongoing requirements:**
 - » *Initial Plans were submitted in September 2018*
 - » *Fully revised plans are due every 4 years (October 2022)*
 - DRPT will be kicking off the 2022 plan update process this summer
 - » *Grantees provide annual updates to NTD including:*
 - Asset inventory, condition assessments, and performance results
 - Projected targets for the next fiscal year
 - Narrative report
- **For any questions contact Wood Hudson (Wood.Hudson@drpt.Virginia.gov)**

Public Transportation Agency Safety Plan (PTASP)



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Public Transportation Agency Safety Plan (PTASP)

- **Promote system safety through:**
 - » *Safety Management Systems (SMS) principles*
 - » *Managing safety risks*
 - » *Prioritizing capital investments that promote safety*
- **All public transportation systems receiving 5307 funds must create a safety plan**
 - » *More than 100 vehicles in **peak revenue service** or those operating rail must create their own plans*
 - » *100 vehicles or less in peak revenue service can participate in DRPT's group plan*
- **Initial PTASPs were due July 2020 (extended to July 2021 due to COVID)**
- **Agencies must review PTASP annually and document/approve changes (including group plan participants)**

General Transit Feed Specification (GTFS)



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GTFS

- **New statewide clearinghouse Virginia-gtfs.com**
 - » *Clearinghouse maintained by Kimley-Horn and Trillium Transit*
- **GTFS feeds added to Google Maps and available for others to use on other platforms**
- **DRPT is providing technical assistance to smaller agencies who have not previously had or maintained GTFS datasets**
 - » *Participating agencies can provide route changes to DRPT and Trillium*
- **Larger agencies who maintain their own feeds**
 - » *Notify DRPT if feed location changes*
 - » *Continue to update static feed when you make route changes*
- **For any questions contact Wood Hudson (Wood.Hudson@drpt.Virginia.gov)**

Transit Ridership Incentive Program (TRIP)



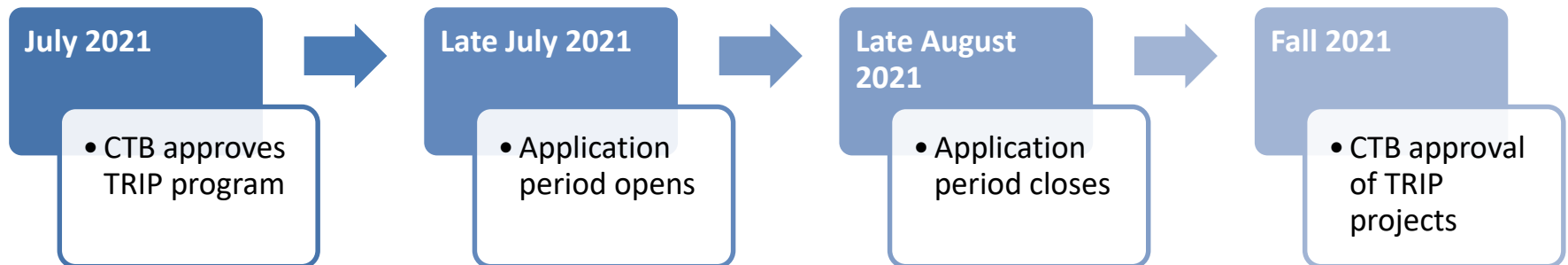
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Overview

- **Program purpose**
 - » *Promote increased ridership of large urban transit systems*
 - » *Reduce the barriers to transit use for low-income individuals*
- **Two major parts**
 - » *Regional Connectivity*
 - Example eligible projects:
 - Improvement and expansion of routes with regional significance
 - Creation of bus-only lanes on routes of regional significance
 - Implementation of integrated fare collection
 - » *Zero Fare and Low Income Pilot Programs*
 - Example eligible projects:
 - Subsidized or fully free passes to low-income populations
 - The elimination of fares on high-capacity corridors
 - The deployment of an entirely zero fare system

Key Information

- **Key themes for project evaluation**
 - » *Proposal has been researched and conforms with long-term planning documents*
 - » *Developed through partnership with local and regional organizations*
 - » *Shovel ready*
- **Timeline**



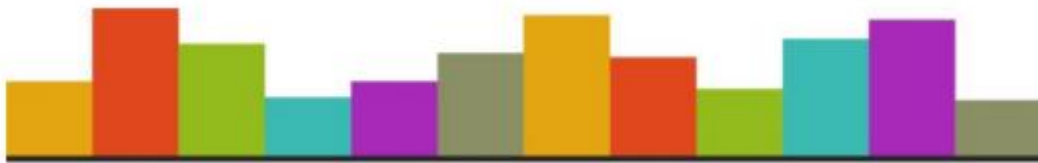
- For any questions contact Lauren Fishbein (Lauren.Fishbein@drpt.Virginia.gov)
- <http://www.drpt.virginia.gov/transit/trip-transit-ridership-incentive-program/>

Questions?



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SMART SCALE



**SMART
SCALE**

*Funding the Right
Transportation Projects
in Virginia*

SMART SCALE

- **Round 4 award recap**
 - » *6 projects with primary transit improvements*
 - » *23 projects with secondary transit improvements*
- **Round 5 application period opens in March 2022**
- **For any questions about SMART SCALE please reach out to:**
 - » *Transit: Taylor Jenkins, Statewide Transit Planner
(Taylor.Jenkins@DRPT.Virginia.Gov)*
 - » *Rail: Randy Selleck, Rail Planning and Environmental Manager
(Randy.Selleck@DRPT.Virginia.Gov)*

Eligibility

Eligible Transit/Rail Projects

- Rolling stock for new or expanded service
- Transfer stations and facilities
- Rail infrastructure
- Transit technology
- Passenger amenities
- Bus-only lane

Eligible Applicants

- Public transit agencies
- Metropolitan Planning Organizations
- Planning District Commissions
- Counties, cities, and towns (political subdivisions)

Questions?



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Transit Equity & Modernization Study



Transit Equity & Modernization Study

- Needs assessment focusing on the equitable delivery and modernization of transit services with an emphasis on engaging underrepresented and underserved communities



- For any questions or for more information contact Grant Sparks (grant.sparks@drpt.Virginia.gov)

Wrap-up and Next Steps



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Wrap Up and Next Steps

- **Reminders**

- » *5310 Human Services post award webinar is Monday, July 19th from 10:30 to 12*
- » *Commuter Assistance Program (CAP) webinar happened June 29th (recording is available if needed)*
- » *FY23 Grant Workshops will be held in the Fall, more details to come*

- **Transit Strategic Plans**

- » *Timeline for completing TSPs/TDPs is on hold but transit agencies can move forward with the development of those plans, if desired*
- » *Any questions should go to your program manager or Grant Sparks*

- **Download and read the Purple Book <https://olga.drpt.virginia.gov/news.aspx>**
- **Reach out to your DRPT Program Manager with any questions. We are here to help!**

Questions?



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